



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

INFORMATION MEMORANDUM
WAP-IM-2004-003

TO: WAP and HEARTWAP Subgrantee Executive Directors
WAP and HEARTWAP Subgrantee Energy Directors

FROM: Ken Rauseo, Deputy Director
Community Services Unit

SUBJECT: WAP and HEARTWAP ON-SITE FIELD VISIT SCHEDULE FOR MARCH 2004

DATE: February 5, 2004

Enclosed all Weatherization Assistance Program (WAP) and HEARTWAP (HW) subgrantees will find the March 2004 Department of Housing and Community Development (DHCD) on-site field visit monitoring and training schedule.

The purpose of a monitoring visit is to insure that subgrantees are administering DHCD funded programs in compliance with all applicable federal and state regulations. It is also DHCD's intent to identify subgrantee training and technical assistance needs through the monitoring process. The final objective of each monitoring visit is to provide the subgrantee with an accurate and unbiased assessment regarding program administration.

All scheduled visits will be confirmed by telephone the week prior to the scheduled visit. Special training and technical assistance requests will be responded to on a priority basis given the availability of staff time.

Should you have any questions regarding the enclosed schedule, please contact me at (617) 573-1431.

WESLEY JAMES
SENIOR TECHNICAL FIELD REPRESENTATIVE
MONITORING AND TRAINING SCHEDULE
MARCH 2004

- 1- BCAC WAP
- 2- WCAC WAP
- 4- ABCD WAP
- 5- SPCA WAP
- 8- SMOC (Avon) WAP
- 9- CAPIC WAP
- 11- WCAC HW
- 12- SRA HW
- 15- MOC HW
- 16- MENOTOMY WAP
- 19- FCAC HW
- 22- GLCAC WAP
- 23- WCAC (Fitchburg) WAP
- 25- SMOC (Framingham) WAP
- 26- VOC HW
- 29- FCAC WAP
- 30- SELF-HELP HW